

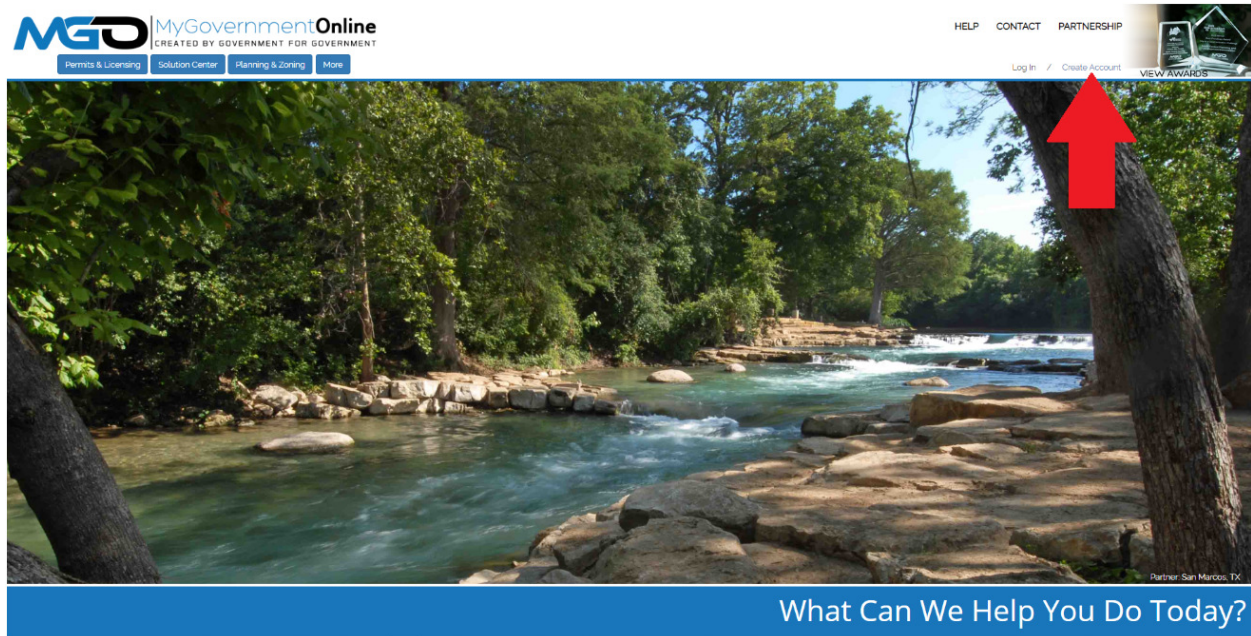


MyGovernmentOnline
CREATED BY GOVERNMENT FOR GOVERNMENT

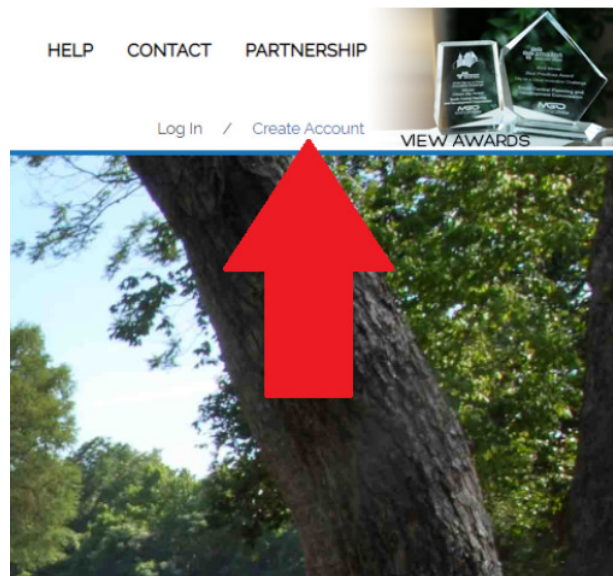
Instructions to Create a MyGovernmentOnline User Account

*MyGovernmentOnline is a web-based software application. The only requirements to access the system are internet access and a modern web-browser that is updated to its latest version. Prior to getting started, we encourage you to ensure that you are using the latest version of Google Chrome or Mozilla Firefox. If you are using a MAC or an iOS mobile device (iPhone or iPad), the latest version of Safari is recommended.

1. To get started, go to www.mygovernmentonline.org and click on the “Create Account” link as shown with the red arrow below.



Displayed to the right is a zoomed in view of the Create Account link. If you require additional assistance when creating your customer portal account, please contact the MyGovernmentOnline Support Team at 1-866-957-3764, option 1.



2. Fill in the user account login information required to create your new account. A valid E-mail address is required. The password you enter is very important. Please do not forget the e-mail address. Also ensure that you are not typing in capital letters as the password you enter will be case sensitive. The telephone number you enter must be an active working telephone number. The software service will call the telephone number once you have completed the account creation process. You must be able to answer the telephone call in order for your account to become active. Please phrase the Challenge Question in the form of a question such as "What is your mother's maiden name?" The answer you type should be one word only such as "Smith."

Create Account on Customer Portal

Important:

1. Before an account becomes fully functional it will require phone verification. You can still login without a verified account but some features will be disabled.
2. Upon clicking the "Create Account" button below, a phone verification call will be made to the listed phone number within a few minutes. Upon answering the call please press 1 to verify your account.
3. If you miss the call you can retry the call by logging in under your account and pressing the "Retry Phone Verify" button. If you have any trouble with this process please call our office at 1-866-957-3764 and we will help you verify your account.

Your Login Information

E-mail *	Confirm E-mail *
<input type="text"/>	<input type="text"/>
Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

Your Account Information

First Name *	Last Name *	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter a phone number that will be used to verify your account.

Phone Number *

Enter a question and answer to retrieve your password or verify your account manually.

Challenge Question *	Challenge Answer *
<input type="text"/>	<input type="text"/>

[Create Account](#)

3. You will receive an "Account Created" confirmation stating that your account has been created. Click the Close button to close the message. A telephone call to the telephone number you provided will follow shortly. When you receive the call, answer the call and press the number 1 on your keypad when prompted. This completes the account activation process.

If you do not receive the telephone call within 10 minutes, please call the MyGovernmentOnline Support Team at 1-866-957-3764, option 2 for assistance. Please have your e-mail address and the telephone number used to create your account ready.

***This completes the account creation process and you are now ready to login. Please refer to the table of contents on page 4 to perform the next task desired.**

Table of Contents

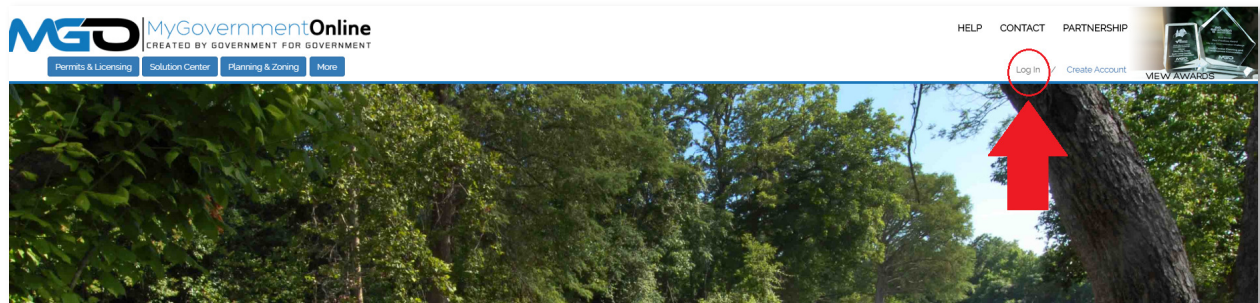
After creating your MyGovernmentOnline user account, here are several tasks you may want to accomplish using the MyGovernmentOnline customer portal.

1. I want to view a list of “My Permits” online (Pending and/or Issued). (Jump to page 5)
2. I want to ADD a permit to my “My Permits” list. (Jump to page 7)
3. I want to request an inspection. (Jump to page 9)
4. I want to view a required inspection sequence and other requirements for my project. (Jump to page 12)
5. I want to view a completed inspection report (Passed or Failed). (Jump to page 14)
6. I want to upload PDF documents required for my project. (Jump to page 16)
7. I want to view PDF documents my jurisdiction has uploaded to my project such as Plan Review Comment Letters, Copies of “Permitted/Approved” Plans, etc. (Jump to page 18)
8. I want to apply online for a Permit. (Jump to page 19)
9. I want to apply online for a Planning and Zoning related project (Subdivision, Rezoning, Etc.). (Jump to page 24)
10. I want to pay my project fees online. (Jump to page 30)
11. I want to print a copy of my permit document. (Jump to page 32)

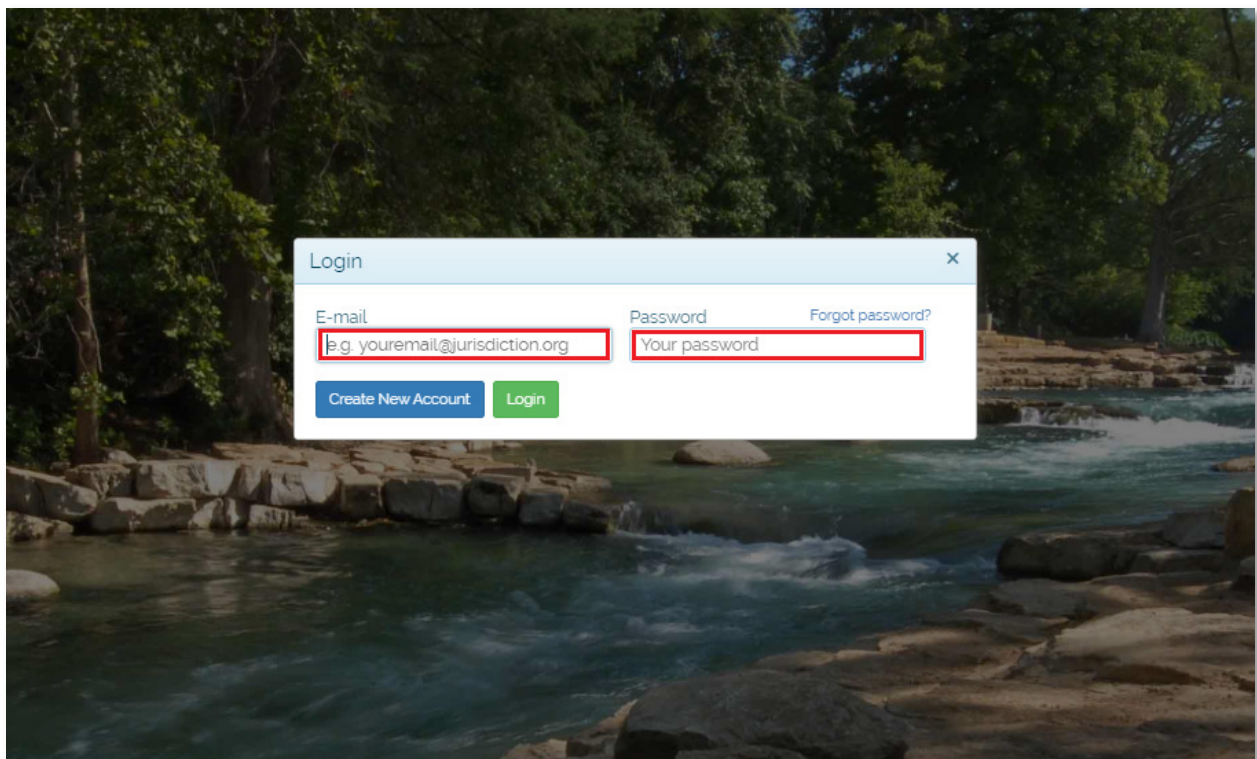
“My Permits” – View a List of Your Personal Permits (Pending and/or Issued)

The MyPermits section allows you to view your personal list of permits whether the permit has been issued or is still pending. The MyPermits list is a convenient location where all of your projects are located in one single place making it simple to access those jobs, order services and track the projects progress. Here are the steps to view the MyPermits list.

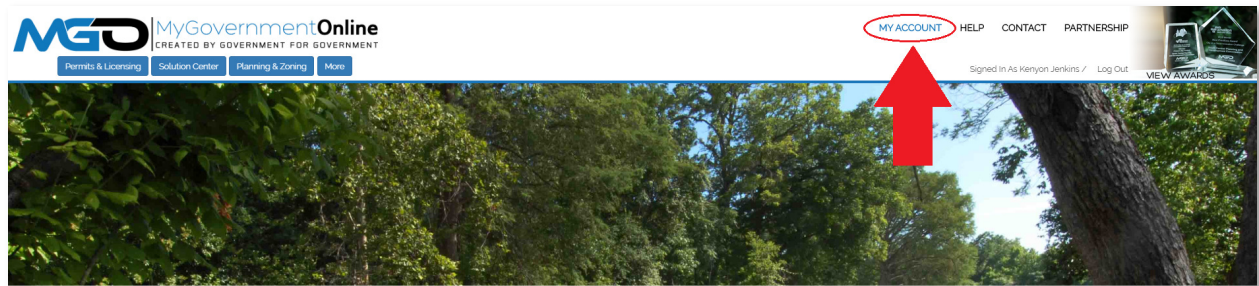
1. To view your “My Permits” list you must be logged in. Login with your user account by clicking the Login link located at the top right area of the website.



2. Enter your FULL e-mail address and then the password to your account in the window that appears.



- Click on the “Account” button in the top right section of the webpage. This will take you to your My Account dashboard.



- Scroll down the page until you see the section called “My Permits” as shown below. This is the section that contains all of the permits that have been added to your account. From this section you are able to view the project details, completed inspection reports, view plan review documents, and upload documents to a project by clicking the “View Permit” button on the left. You may also request an inspection by clicking “Request” on the right side of the screen.

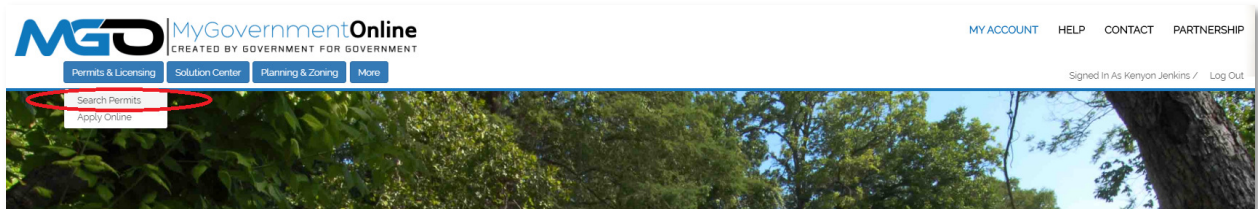
ProjectID	Jurisdiction	Project #	Address	Issued	Request Inspection
View Permit	Pflugerville	13-105	16908 Bridgetarmer Pflugerville TX 78759	07-17-2013	Request
View Permit	Georgetown	2013-12334	201 SAN GABRIEL VILLAGE BLVD GEORGETOWN TX 78626	05-31-2013	Request
View Permit	Georgetown	2013-12721	1217 HAVEN LN., #101 GEORGETOWN TX 78626	04-17-2013	Request
View Permit	Cedar Park	2012-7101	12342 FM 620 N AUSTIN TX 78750	12-28-2012	Request
View Permit	Cedar Park	2012-7256	625 WILLIAMS WAY CEDAR PARK TX 78613	12-14-2012	Request
View Permit	Georgetown	2012-10872	2205 WOLF RANCH PKWY GEORGETOWN TX 78628	12-03-2012	Request
View Permit	East Baton Rouge	17605	4600 SHERWOOD COMMON BLVD STE 101 BATON ROUGE LA 70816	11-16-2012	Request

***If you do not see a particular project in your My Permits list, please proceed to the instructions on the next page which will show you how to add a permit to your My Permits list.**

Add a Permit to the “My Permits” List

If you would like to add a project to your My Permits list, please follow these simple steps.

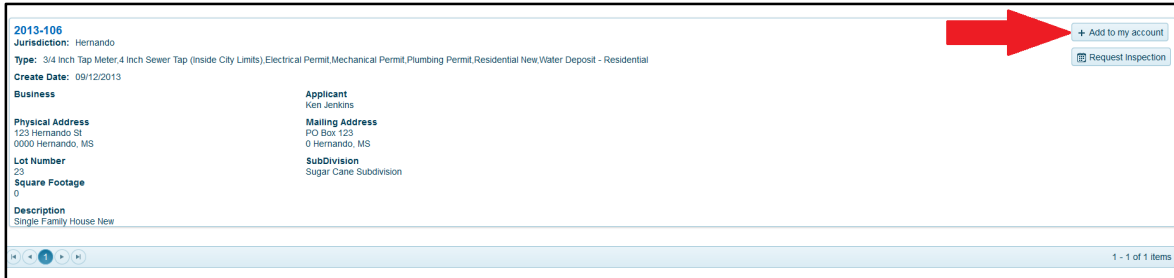
1. Once you are logged into the portal, place your mouse or touch on the button at the top left side of the screen that reads Permits and Licensing. Then select the option that states Search Permits.



2. Select the appropriate state your project is located in first. Then select the Jurisdiction that is authorizing the permit. Enter the Project Number (This is the same number as the permit number) **OR** you may search for the permit by the address **Street Number** and **Street Name**. Please do not try to search using both the Project Number and the Address. **Note: If you choose to search by address, you must enter the Street Number ONLY in the Street Number field and then enter the Street Name ONLY in the Street Name field.** Then click the Search button.

A screenshot of the 'Search Permit Applications' page. The header is the same as the previous image. Below the header, there's a 'Required' section with filters: 'Country' (United States), 'State' (California), 'Jurisdiction' (Campbell), and 'Project Type' (Building Division). Below this is a link for 'advanced reporting or bulk downloads'. The 'Suggested' section has a note: 'Please fill out only one of the suggested categories for best results. At least one suggested field must be filled out in order to search.' It includes fields for 'Project #', 'Street Number', and 'Street Name'. An example note says: 'Ex: Less information will return more results. If the address you are looking for is 123 North Smith Street, put "123" in the Street Number box and "Smith" in the Street Name box. Optional: Only used to narrow down a large list of permits'. At the bottom, there's a 'Search' button with a red arrow pointing to it. A pagination bar at the very bottom shows '0'.

- The search result will show up at the lower part of the page. Ensure you have located the correct project and then click the “Add to My Account” button on the right side of the screen in the search result.

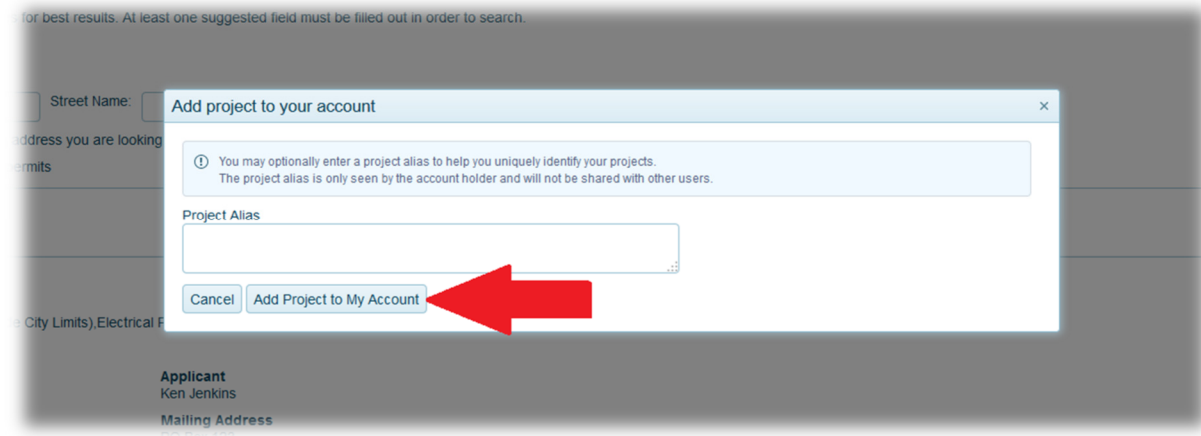


2013-106
Jurisdiction: Hernando
Type: 3/4 inch Tap Meter, 4 inch Sewer Tap (inside City Limits), Electrical Permit, Mechanical Permit, Plumbing Permit, Residential New, Water Deposit - Residential
Create Date: 09/12/2013

Business	Applicant Ken Jenkins
Physical Address 123 Hernando St 0000 Hernando, MS	Mailing Address PO Box 123 0 Hernando, MS
Lot Number 23	SubDivision Sugar Cane Subdivision
Square Footage 0	
Description Single Family House New	

1 - 1 of 1 items

- A window will open as shown below. You may enter a project alias (special name) if you want to personally name your project but this is **not required**. Click the button that says “Add Project to My Account”. **Note: If you receive a message stating that you cannot add the project to your account, please call technical support for assistance at 1-866-957-3764, option 2.**



For best results, At least one suggested field must be filled out in order to search.

Street Name:

Address you are looking for:

Permits:

City Limits), Electrical F

Applicant
Ken Jenkins

Mailing Address
PO Box 123

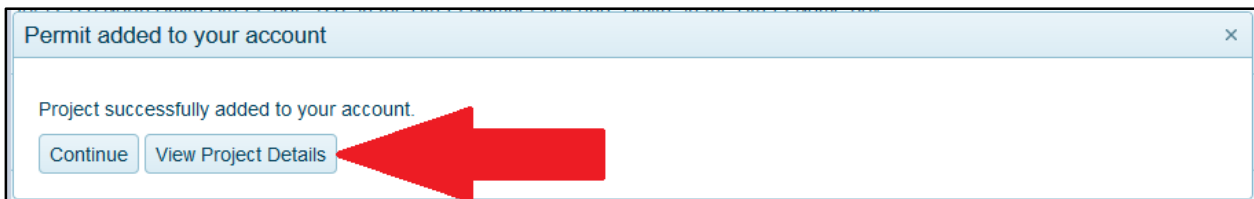
Add project to your account

① You may optionally enter a project alias to help you uniquely identify your projects.
The project alias is only seen by the account holder and will not be shared with other users.

Project Alias

Cancel Add Project to My Account

- You will see a new window confirming the permit is added to your account. The project is now in your “My Permits” list. Click “View Project Details” to view the project.



Permit added to your account

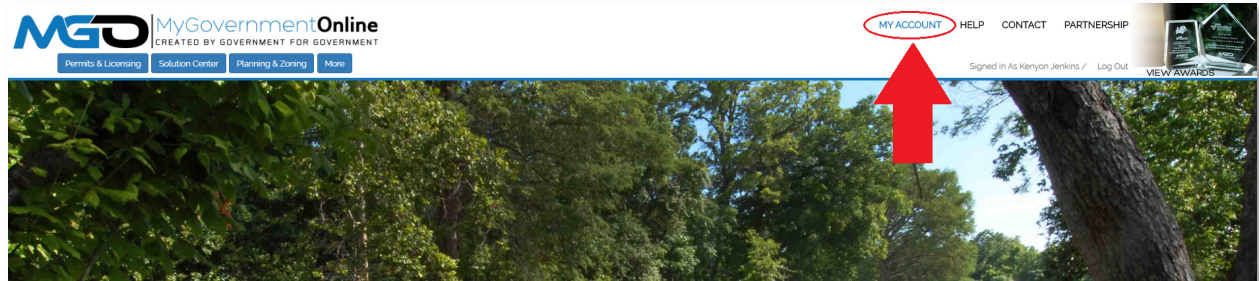
Project successfully added to your account.

Continue View Project Details

***Remember that you may click on the button at the top right area of the webpage at any time to return to your My Account Dashboard page to view your entire “My Permits” list.**

Request an Inspection Online

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “Request” button associated with the project you desire.

My Permits						
ProjectID	Jurisdiction	Project #	Address	Issued	Request Inspection	
View Permit	Whoville	2013-1385	123 Testing St Whoville LA 00000	01-01-0001	Request	
View Permit	Hernando	2013-106	123 Hernando St Hernando MS 0000	01-01-0001	Request	
Page 2 of 2 15 - 37 of 37 items						

3. Begin by selecting the inspection type you wish to have performed from the drop down list.

Request Inspection for Project #2018-3 Test Project

Request Inspection

Inspection Type: * Plumbing Rough-In Inspection

Address: * 508 De Carli Ct. Campbell CA 95008

Requested Date: * 8/16/2019

Scheduled date is a request only.
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.
Please contact the Jurisdiction directly for more information.

Notes

Add

4. Select the date you wish to have the inspection performed by clicking on the calendar icon and then clicking on the date within the calendar displayed. **Please note that based on work load, weather and other factors, it is possible that the jurisdiction may not be able to perform the inspection on the date requested. The jurisdiction will contact you in the event they are unable to perform the inspection on the date requested.**

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Permits & Licensing | Solution Center | Planning & Zoning | More

Request Inspection for Project #2018-3 Test Project

Request Inspection

Inspection Type: * Plumbing Rough-In Inspection

Address: * 508 De Carli Ct. Campbell CA 95008

Requested Date: * 8/16/2019

Scheduled date: The Jurisdiction Please contact the jurisdiction for policies that account for the time the request is made, weekends and holidays.

Notes

16

Friday, August 16, 2019

5. Enter a note to the jurisdiction if desired. For example, you may want to provide a gate code, lock box, or any other information helpful to the inspector that will arrive at your job site. Notes are not required however.

Notes

- Click the “Add” button to add the inspection request to the queue. You may repeat steps 3 – 6 to add another inspection type to the list. **IMPORTANT: Once you have added the inspections you desire you must click the “Submit Request(s) to Jurisdiction” button to complete the process.**

Request Inspection for Project #2013-106

Request Inspection

Inspection Type: *

- Select Inspection Type -

Address: *

123 Hernando St Hernando MS 0000

Requested Date: *

!

Scheduled date is a request only.
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.
Please contact the Jurisdiction directly for more information.

Notes

Add

Inspection Type	Requested Date	Requested Action
Building Inspection	09/20/2013	Create Inspection Request

Remove

WARNING: After all inspection request have been added you must press the Submit button below for the jurisdiction to receive your inspection request(s)

Submit Request(s) to Jurisdiction

- You will receive a confirmation message as shown below which confirms that your request has been submitted. You are now finished with requesting your inspection.

Request(s) Sent

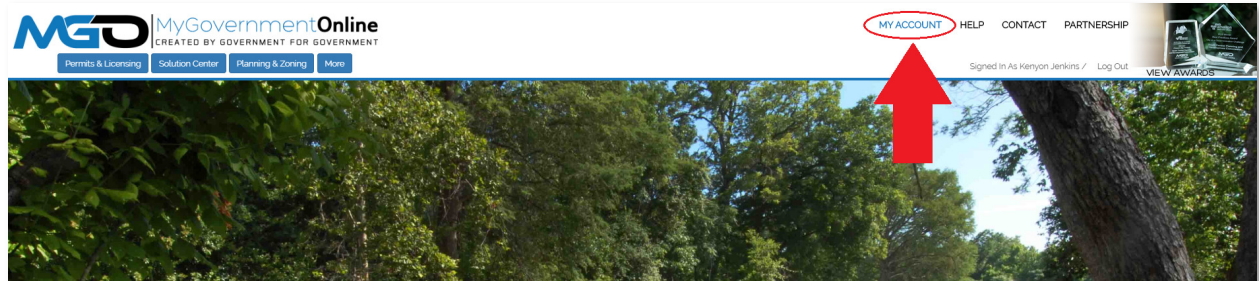
Success! Your inspection request(s) have been created.

Return to Project

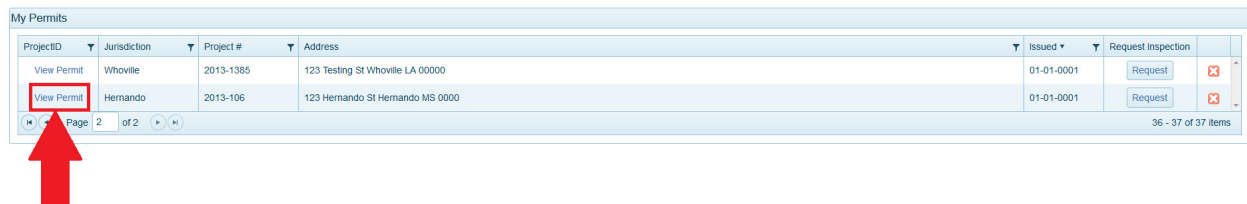
Request another Inspection

View Inspection Sequence and Other Requirements

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, click on the tab called Requirements as shown below.



4. The list of requirements will appear in Priority order. The items must be completed in the priority order displayed. Items in the same priority number can be requested or completed at the same time. If you have questions about the Requirements for any particular project, please contact your jurisdiction for explanation.

Project #2013-106

123 Hernando St Hernando MS 0000

Jurisdiction: Hernando

Create Date: 09/12/2013 **Update Date:** NaN/NaN/0NaN

Permit Fees: \$2,551.95 **Fees Paid:** \$0.00
& **Balance Due:** \$2,551.95

Permit Types:

Water Closets (5630) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636)
Commercial - New/Replace Unit (5627) 4 Inch Sewer Tap (Inside City Limits) (6224)

[Print Permit Receipt](#)

Overview

Contacts

Requirements

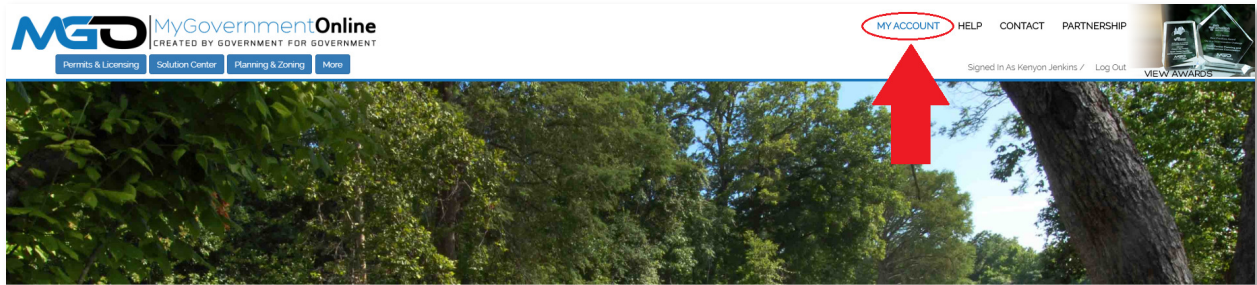
Payments

Description	Priority	Completed
Building Department Plan Review (1st Review)	1	Yes
Are All Comments Addressed?	2	Yes
Issue Permit	3	Yes
Engineering Plan Review (2nd Review)	3	Yes
Fire Department Plan Review (2nd Review)	3	Yes
Life Safety Inspection	4	No
Plumbing Rough-In Inspection	4	No
Framing Inspection	4	No
Mechanical Inspection	4	No
Electrical Inspection	4	No
Zoning Inspection	4	No
Foundation Inspection	4	No
Building Inspection	4	No
Final Inspection	4	No

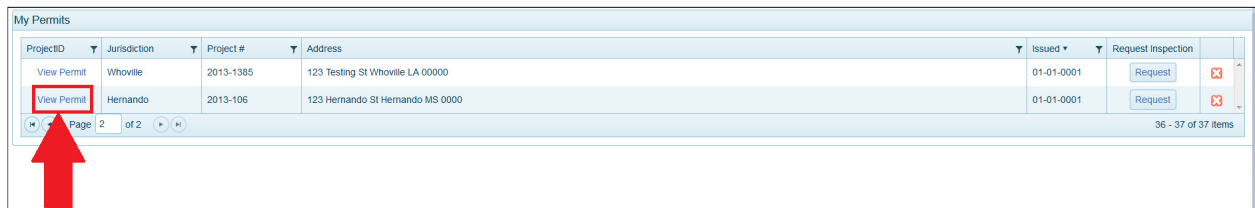
View Completed Inspection Reports

You can view a completed inspection report online any time. This will allow you to see if you Passed an inspection or if you Failed and inspection and why.

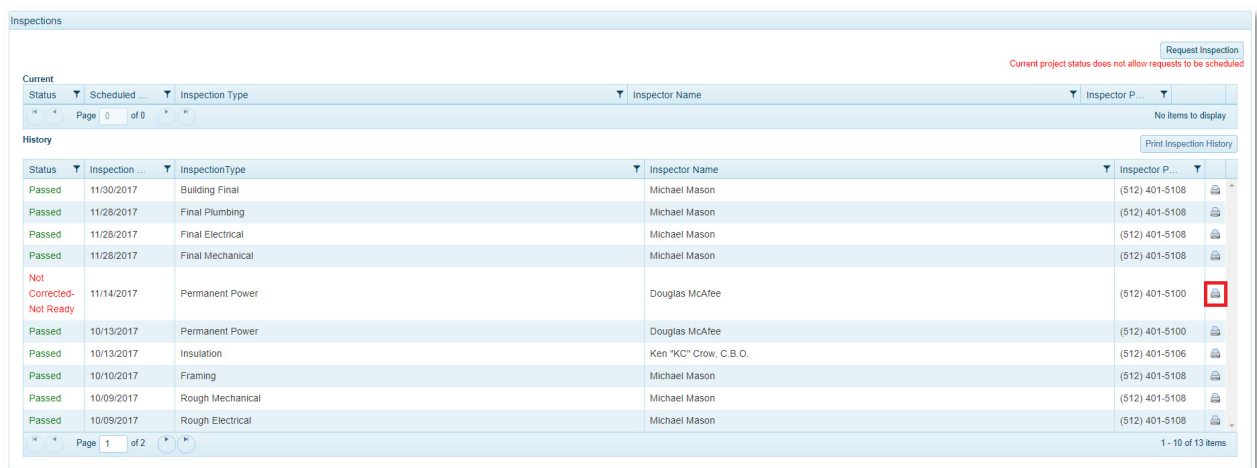
1. Once you are logged in, click on the “Account” button at the top right area of the webpage.




2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



3. When the project opens, **scroll** down the page to the section called **Inspections** and view the **History** of inspections performed. To view the full report details, click on the PRINTER ICON at the far right.



4. The full inspection report will open in another window of your web browser. If the inspector chose to provide additional information about the inspection, the **Details** will be displayed at the bottom of the report. The basic report will always provide the **Inspection Type**, **DATE** the inspection was performed, and the result of the inspection (**Pass or Fail**).



Inspection Report

Inspection Date: 9/12/2013 11:44:00 AM

FAILED

Ken Jenkins should contact Hernando at
for further information.

Permit Number	Work Order ID	Inspection ID
2013-106	1246258	2087703

Jurisdiction	Inspection type	Inspector
Hernando	Plumbing Rough-In Inspection	Dennis Sing

Customer	Address	Phone
Ken Jenkins	123 Hernando St Hernando, MS 0000	9858512900

Scheduled	Completed	Uploaded
9/13/2013 11:39:00 AM	9/12/2013 11:44:00 AM	9/12/2013 11:45:20 AM

Details

Not ready.

The information included in this report is also available at
MyPermitNow.org

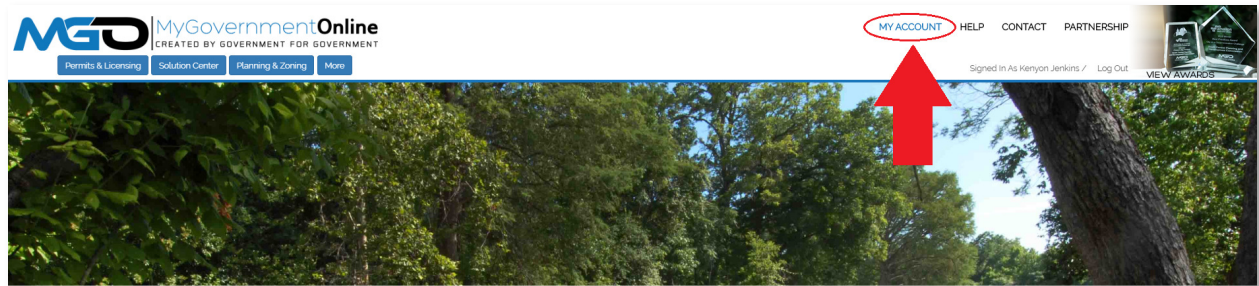
For more information on accessing your information through MyPermitNow.org's free Customer Portal,
Visit MyPermitNow.org, or contact our support line at 1-866-95-PERMIT (73764)

*If you wish to print the report, please go to the FILE menu option in the top left corner of your browser and select print.

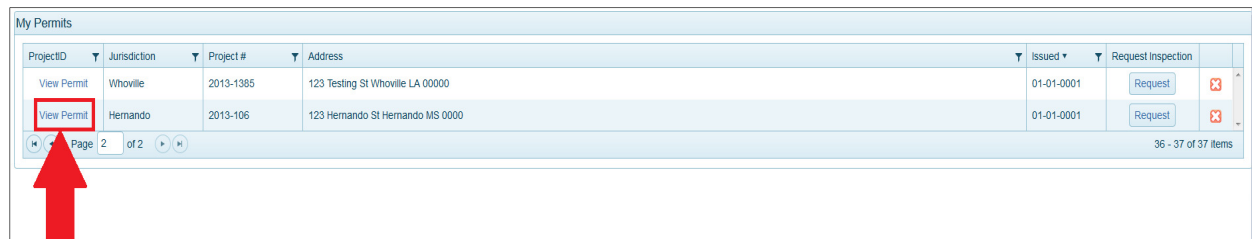
Upload PDF Documents to Your Project

In the event the jurisdiction will need additional documents or revised plans for your project, you will have the option of uploading the documents through the customer portal. Please ensure that the document is a PDF document and is saved to your local computer prior to starting the process.

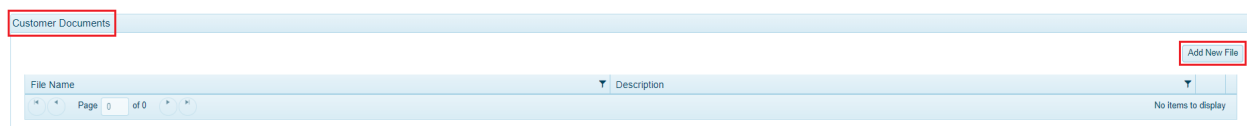
1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



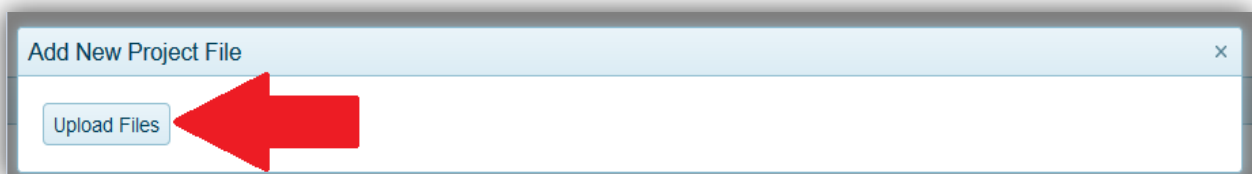
2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



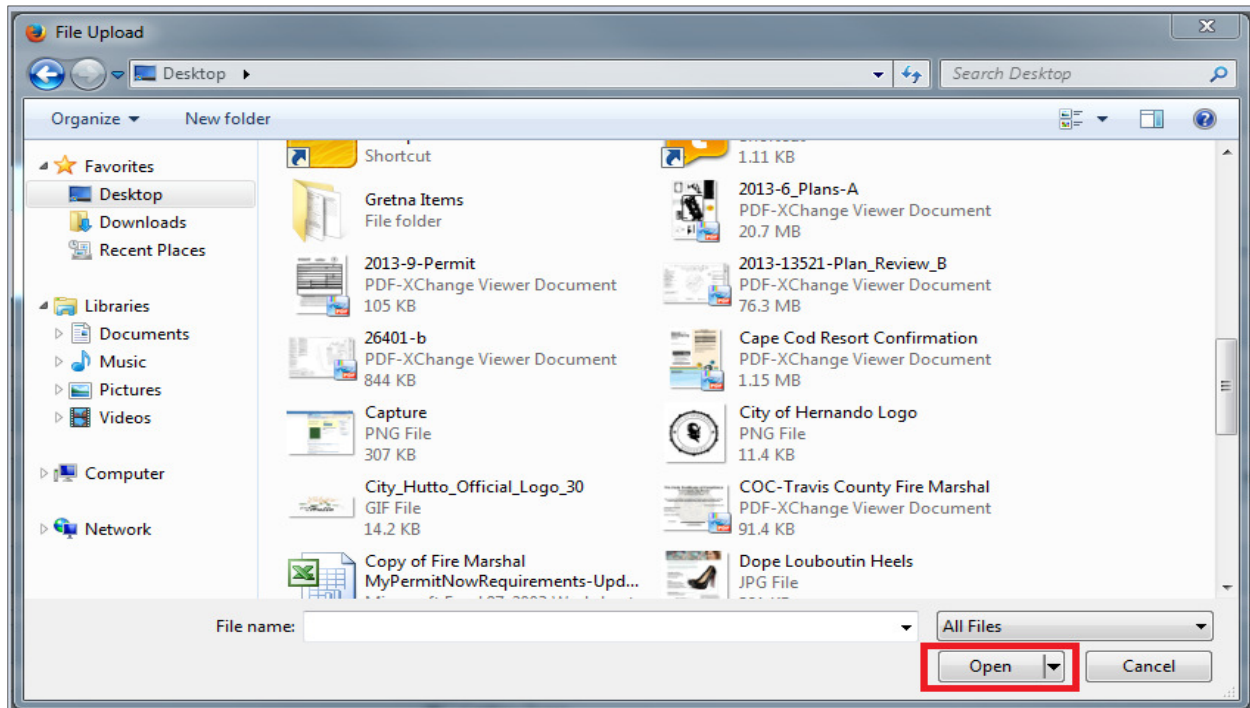
3. When the project opens, **scroll** down the page to the section called **Customer Documents**. Click on the link at the far right that says “Add New File”.



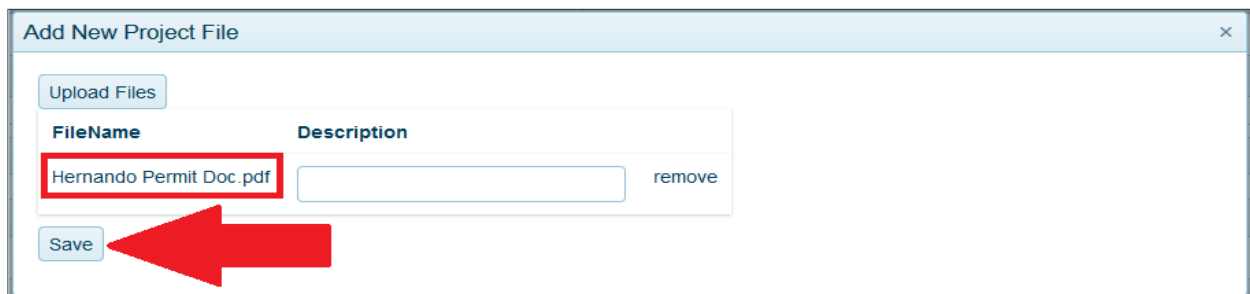
4. Click the “Upload Files” button in the window that appears.



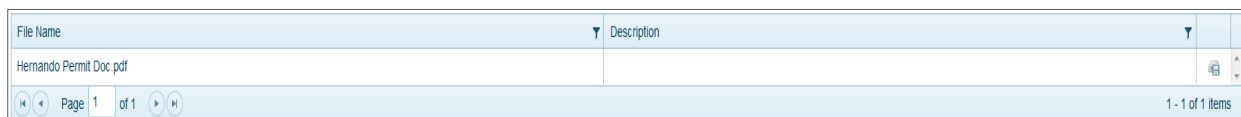
5. Select the file you wish to upload from the folder location on your computer and then click Open.



6. Allow the file time to upload. The length of time to upload will vary based on your Internet connection speed and the size of the file. Once the file has finished uploading you will see the File Name in the window. You may enter a short description in the Description box but it is not required. Click the Save button to complete the file upload process.



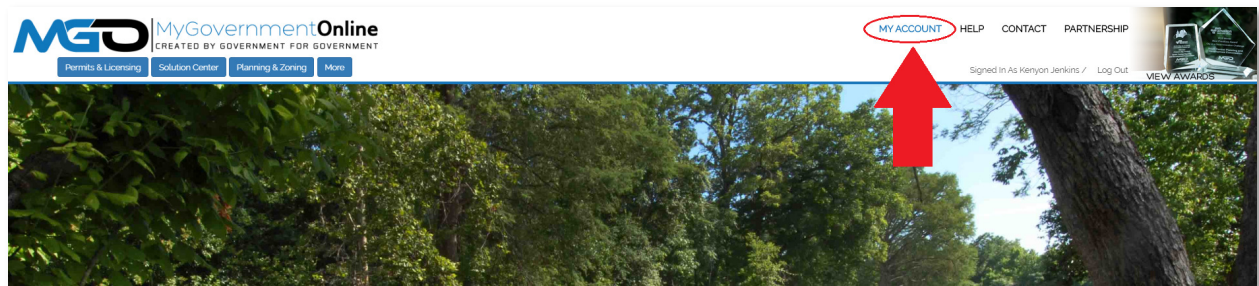
7. The file name will display in the Customer Documents section confirming the document has uploaded to the project. The jurisdiction will see the file and contact you if necessary.



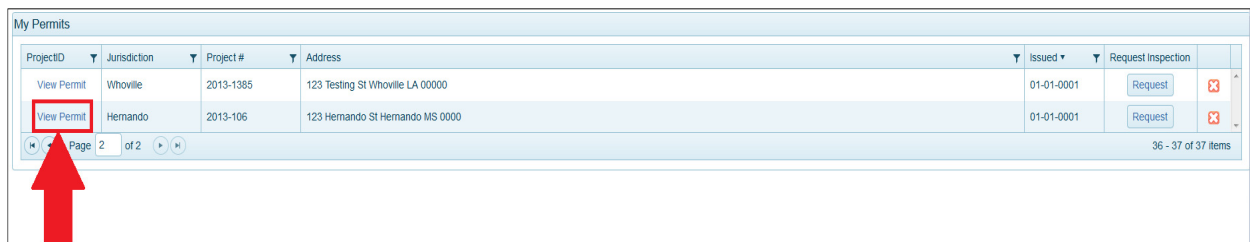
View Files and Plan Review Letters from the Jurisdiction

You can view documents and plan review letters that the jurisdiction has added to your project. These documents may communicate a need for revisions required to plans you have submitted or other information related to the project. This section also catalogs the plans you have submitted to the jurisdiction and saves the files historically.

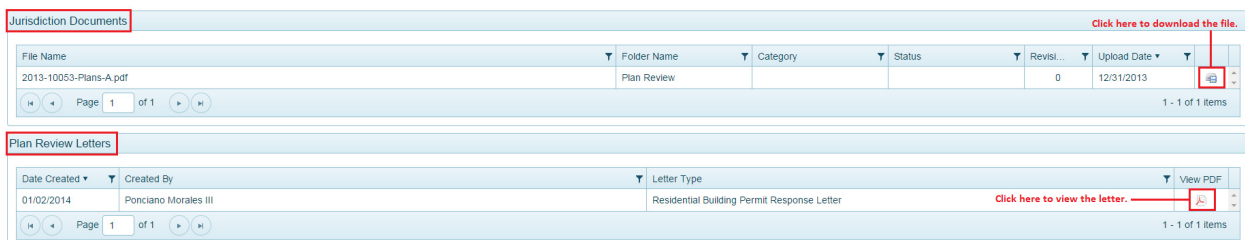
1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.



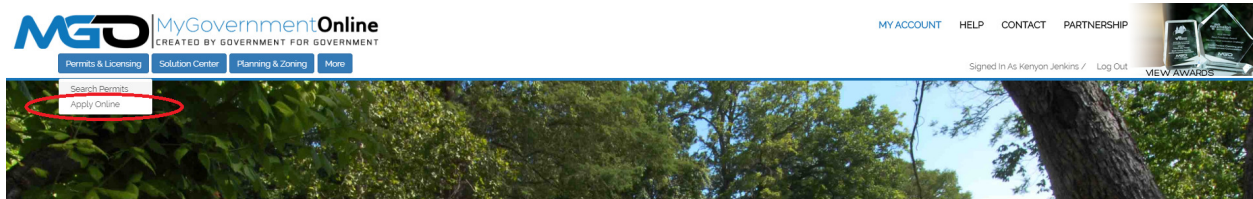
3. When the project opens, **scroll** down the page to the section called **Jurisdiction Documents and Plan Review Letters**. The Jurisdiction Documents section displays files that can be downloaded and viewed in PDF format. The Plan Review Letters section allows you to download and view letters in PDF format. The links to the far right allow you to view any of the items. The documents will open in your computers PDF Reader just as any other PDF document is viewed.



Apply Online for a Permit

You may apply for your permit online if your jurisdiction offers this feature. When applying for the permit you will be able to also upload plans and other documents in PDF format if documents and drawings are required for your project.

1. Once you are logged in, go to the **“Permits and Licensing”** button in the top left area of the screen and then click on **Apply Online**.



2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.

The image shows the 'Apply Online' form. The 'Country' is set to 'United States', 'State' is 'California', 'Jurisdiction' is 'Campbell', and 'Project Type' is 'Building Division'. The 'Next' button is highlighted with a red box.

3. Select **“Get Started on a New Application”** to begin the application process. You should only use the **“Add a Permit to an Existing Account”** option if you are applying for an Electrical, Mechanical or Plumbing permit that will be added on to an already issued building permit.

The image shows the 'Apply Online' form, specifically the 'Online Permitting Application' section. The 'Get Started on a New Application' button is highlighted with a red box.

4. Select an Application Type and then click Next. Then enter the physical address of the project and then click next.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Select an Application Type *

Commercial Building

Commercial Building

Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "Next" button below to begin the online application.

Back Next

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

Please provide the physical address or location of your project
or [modify an existing permit](#)

* My Project has been addressed by the Jurisdiction

Address or Location: * City: * Zipcode: *

Next

Files Upload

5. The Applicant contact information will automatically pre-fill from the user account information of your log-in account. You may select how you wished to receive automatic notifications during the project. Please note that e-mail notifications are more convenient and can be referred back to at any time since the notifications arrive in your e-mail inbox. It is strongly encouraged that you opt in for e-mail notifications. Missed telephone calls can cause you to miss some of your notifications during the project. To opt in for any notification method type, please click the check box next to the preferred method in which you would like to be notified. Click next to proceed.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

Applicant's Contact Information

First Name Last Name Suffix Business Name
John Doe Project Advanced LLC

Mailing Address
Address City State Zipcode
111 Campbell Dr Campbell California

Email johndoe@gmail.com ☐ Notify

Cell Phone () () () () () () ☐ Notify

Home Phone () () () () () () ☐ Notify

Work Phone () () () () () () ☐ Notify

Back Next

- Continue with entering all other contact's requested. The number of contacts required may vary from application type to application type. Simply enter the contact information for the requested contact type and then click next to proceed.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

Applicant's Contact Information

Property Owner's Contact Information

First Name Last Name Suffix Business Name

Mailing Address Address City State Zipcode

Email ☐ Notify

Cell Phone (000) 000 0000 ☐ Notify

Home Phone (000) 000 0000 ☐ Notify

Work Phone (000) 000 0000 ☐ Notify

Back Next

- Answer all questions in the Application Questionnaire. This is information required to process your application. Please make the absolute best effort to answer all questions accurately. If you do not know the answer to a question or if it is not applicable to your project, please enter "Not Known" or Not Applicable" so that you may proceed with submitting your application. Once you have completed all questions, click next to proceed.

Application Questionnaire

Commercial Building *

APN

Lot #

Suite or Space #

Scope of Work 4000 char(s) available

Valuation

Construction Type

Occupancy

Other Square Footage

Are you removing a street tree - Select Option -

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction.
If you are unsure of a required field's answer you may skip the question to answer other questions.
After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

Back Next

8. You may upload any files required with your application. Files uploaded must be in PDF format. Some types of files that may be required include a Site Plan, Survey, Building Drawings, Foundation Certification Letter, etc. To upload documents, click on the **Upload Files** button. Search for the files on your computer. Select the file and then click Open. Allow the file time to upload. You may repeat this process to upload multiple files. Once you have uploaded all files click the **Next** button to proceed.

Files Upload

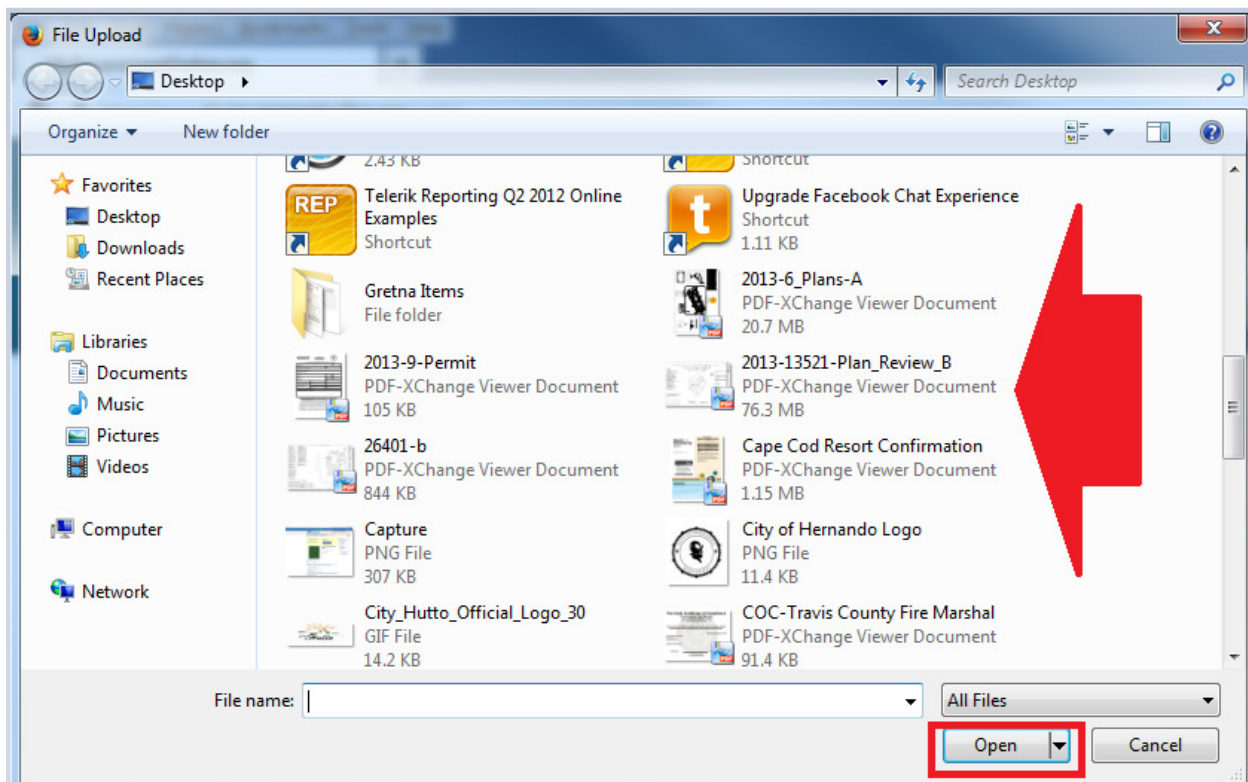
ⓘ

Please wait for the file(s) to finish uploading before proceeding to the next step.
If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

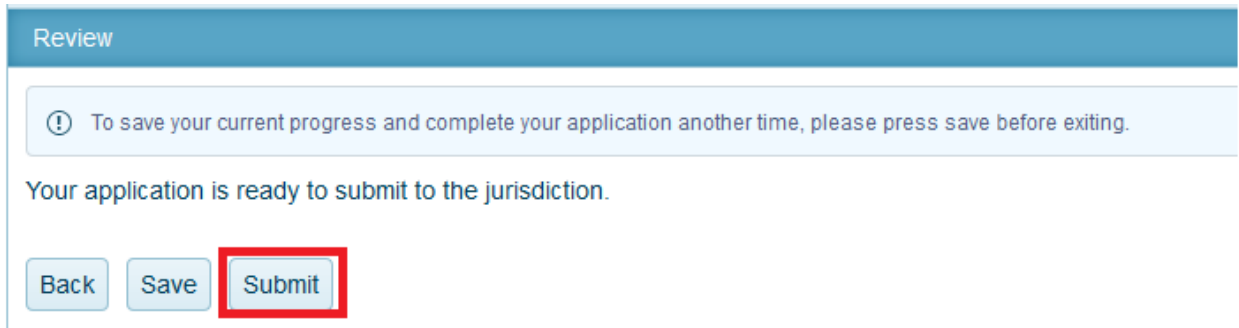
Upload Files

Back

Next

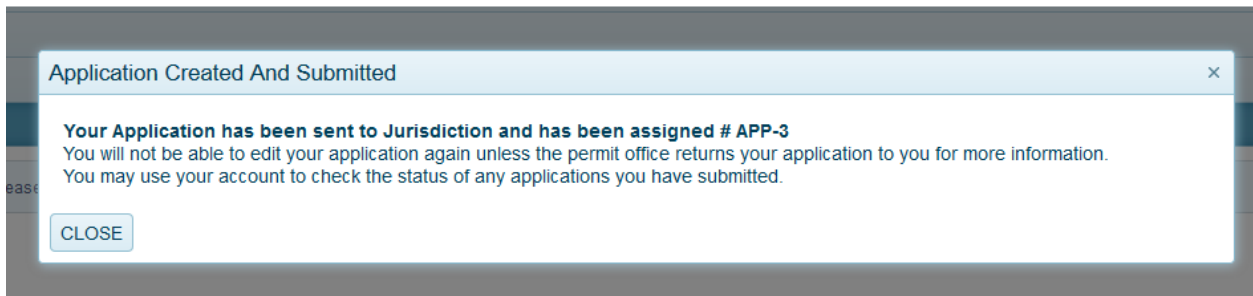


9. Click the Submit button only once to submit your application to the jurisdiction for review.



The screenshot shows a web interface with a blue header bar labeled "Review". Below the header is a light blue box containing an information icon and the text: "To save your current progress and complete your application another time, please press save before exiting." Below this box, the text "Your application is ready to submit to the jurisdiction." is displayed. At the bottom of the interface are three buttons: "Back", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular border.

You will receive a confirmation message and an application number. The jurisdiction will receive your application and begin processing the application. Once the jurisdiction accepts the application, you will be able to pay the permit fees. Please be patient. Someone from the jurisdiction will contact you to proceed or if they need additional information.

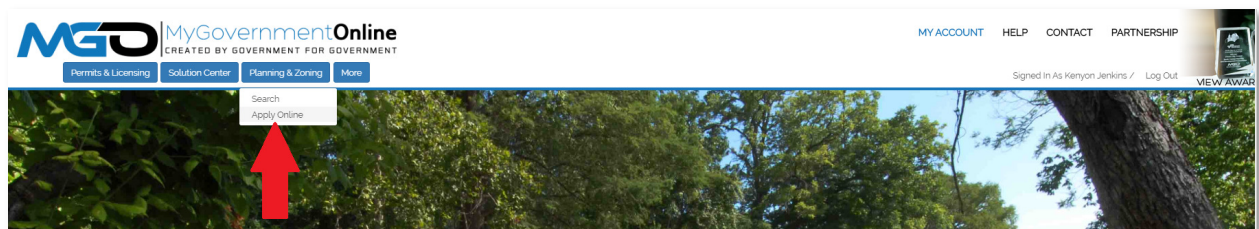


The screenshot shows a confirmation message box with a title bar that says "Application Created And Submitted" and a close button (X). The message text reads: "Your Application has been sent to Jurisdiction and has been assigned # APP-3. You will not be able to edit your application again unless the permit office returns your application to you for more information. You may use your account to check the status of any applications you have submitted." At the bottom of the message box is a "CLOSE" button.

Apply Online for a Planning and Zoning Related Project

You may apply online for a Planning and Zoning related project if your jurisdiction offers this feature. An example of these project types are but are not limited to Subdivisions, Zoning Change Requests, Variances, Special Use Permits, etc. When submitting the application online you will be able to also upload documents in PDF format if documents and drawings are required for your project.

1. Once you are logged in, go to the “Planning and Zoning” button as shown below and then click on Apply Online.



2. In order, select the State, Jurisdiction, and Project Type as shown below and then click next. If you do not see the jurisdiction in which you desire to submit an application to after selecting the state, then the jurisdiction does not yet offer the “Apply Online” feature at this time.

A screenshot of the 'Apply Online' form. The form has a title 'Apply Online' and a section 'Jurisdiction and Request Type'. Below this, there is a message: 'Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.' The form contains four dropdown menus: 'Country' (United States), 'State' (Texas), 'Jurisdiction' (Georgetown), and 'Project Type' (Planning and Zoning). At the bottom of the form, there is a 'Next' button.

3. Select “Get Started on a New Application” to begin the application process.

A screenshot of the 'Apply Online' form, specifically the 'Online Permitting Application' section. The section title is 'Online Permitting Application'. Below the title, there are two buttons: 'Get Started on a New Application' and 'Add a permit to an existing project'. The 'Get Started on a New Application' button is highlighted with a red box. The MyGovernmentOnline logo is visible at the bottom of the form.

4. Select the Application Type that you wish to submit. Then click the next button to proceed to the next step.

The screenshot shows the 'MyGovernmentOnline' website interface. At the top, there is a navigation bar with the MGD logo and the text 'MyGovernmentOnline | CREATED BY GOVERNMENT FOR GOVERNMENT'. Below this, there are links for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. On the right side of the navigation bar, there are links for 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. Below the navigation bar, there is a status bar indicating 'Signed In As Kenyon Jenkins / Log Out'.

The main content area is titled 'Apply Online'. It contains a series of dropdown menus for selecting the application type. The first dropdown menu is labeled 'Jurisdiction and Request Type' and is set to 'Online Permitting Application'. The second dropdown menu is labeled 'Select an Application Type' and is currently open, showing a list of options: 'Administrative Exception', 'Annexation (Voluntary)', 'Appeal', 'Certificate of Appropriateness (CoA)', 'Comprehensive Plan Amendment', and 'Construction Plans, Subdivision (Infrastructure)'. A yellow tooltip message 'Please select an option' is visible next to the dropdown menu.

5. Enter the Address or Location of the project. When appropriate, an option to submit the project with a Legal Description will be provided. After entering the physical location of the property, click the next button to proceed to the next step.

The screenshot shows the 'MyGovernmentOnline' website interface, specifically the 'Physical Address or Location' section. The page has a header with the MGD logo and 'MyGovernmentOnline | CREATED BY GOVERNMENT FOR GOVERNMENT'. Below the header, there are links for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. On the right side, there are links for 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. Below the navigation bar, there is a status bar indicating 'Signed In As Kenyon Jenkins / Log Out'.

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The 'Physical Address or Location' section is highlighted. It contains a text input field for 'Please provide the physical address or location of your project.' Below this, there are two radio button options. The first option is 'My Project has been addressed by the Jurisdiction' and is selected. It includes input fields for 'Address or Location', 'City', and 'Zipcode'. The second option is 'If your project does not have an address, submit your application using the Legal Description (Subdivision, Lot and Block/Square) from an approved plat.' Below these options, there is a 'Next' button.

- The Applicant contact information will automatically pre-fill from the user account information of your log-in account. You may select how you wished to receive automatic notifications during the project. Please note that e-mail notifications are more convenient and can be referred back to at any time since the notifications arrive in your e-mail inbox. It is strongly encouraged that you opt in for e-mail notifications. Missed telephone calls can cause you to miss some of your notifications during the project. To opt in for any notification method type, please click the check box next to the preferred method in which you would like to be notified. Click next to proceed.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

Applicant's Contact Information

First Name Last Name Suffix Business Name
John Doe Project Advanced LLC

Mailing Address
Address City State Zipcode
111 Campbell Dr Campbell California

Email john.doe@gmail.com ☒ Notify

Cell Phone (000) 000 0000 ☐ Notify

Home Phone (000) 000 0000 ☐ Notify

Work Phone (000) 000 0000 ☐ Notify

[Back](#) [Next](#)

- Continue with entering all other contact's requested. The number of contacts required may vary from application type to application type. Simply enter the contact information for the requested contact type and then click next to proceed.

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Physical Address or Location *

Property Owner's Contact Information

First Name Last Name Suffix Business Name

Mailing Address
Address City State Zipcode
California

Email ☐ Notify

Cell Phone (000) 000 0000 ☐ Notify

Home Phone (000) 000 0000 ☐ Notify

Work Phone (000) 000 0000 ☐ Notify

[Back](#) [Next](#)

8. Answer all questions in the Application Questionnaire. This is information required to process your application. Please make the absolute best effort to answer all questions accurately. If you do not know the answer to a question or if it is not applicable to your project, please enter “Not Known” or Not Applicable” so that you may proceed with submitting your application. Once you have completed all questions, click next to proceed.

Plat Application *	
Name of Project *	<input type="text"/>
<small>Please enter the name of the project.</small>	
Subdivision Name *	<input type="text"/>
Lot *	<input type="text"/>
<small>Please enter the Lot number.</small>	
Block *	<input type="text"/>
<small>Please enter the Block number.</small>	
Survey Name *	<input type="text"/>
Abstract Number *	<input type="text"/>
<small>Please enter the Abstract Number.</small>	
Total Acreage *	<input type="text"/>
<small>Please enter the Total Acreage for the project.</small>	
Existing Zoning *	<input type="text" value="- Select Option -"/>
Proposed Zoning *	<input type="text" value="- Select Option -"/>
Existing Use *	<input type="text"/>
Proposed Use *	<input type="text"/>
Number of Residential Lots *	<input type="text"/>
<small>Please enter the number of residential lots or enter NA if this is not applicable.</small>	
Number of Multifamily Units *	<input type="text"/>
<small>Please enter the number of multifamily units or enter NA if this is not applicable.</small>	
Number of Commercial Lots *	<input type="text"/>
<small>Please enter the number of commercial lots or enter NA if this is not applicable.</small>	
Waiver to the Statutory 30 Day Period *	<input type="text" value="- Select Option -"/>
<small>I hereby waive the statutory 30 day period identified in Section 212.009 of Texas Local Government Code to allow adequate time for review and processing of this plat application.</small>	

9. You may upload any files required with your application. Files uploaded must be in PDF format. Some types of files that may be required include a Site Plan, Survey, Building Drawings, Foundation Certification Letter, etc. To upload documents, click on the Upload Files button. Search for the files on your computer. Select the file and then click Open. Allow the file time to upload. You may repeat this process to upload multiple files. Once you have uploaded all files click the Next button to proceed.

Files Upload

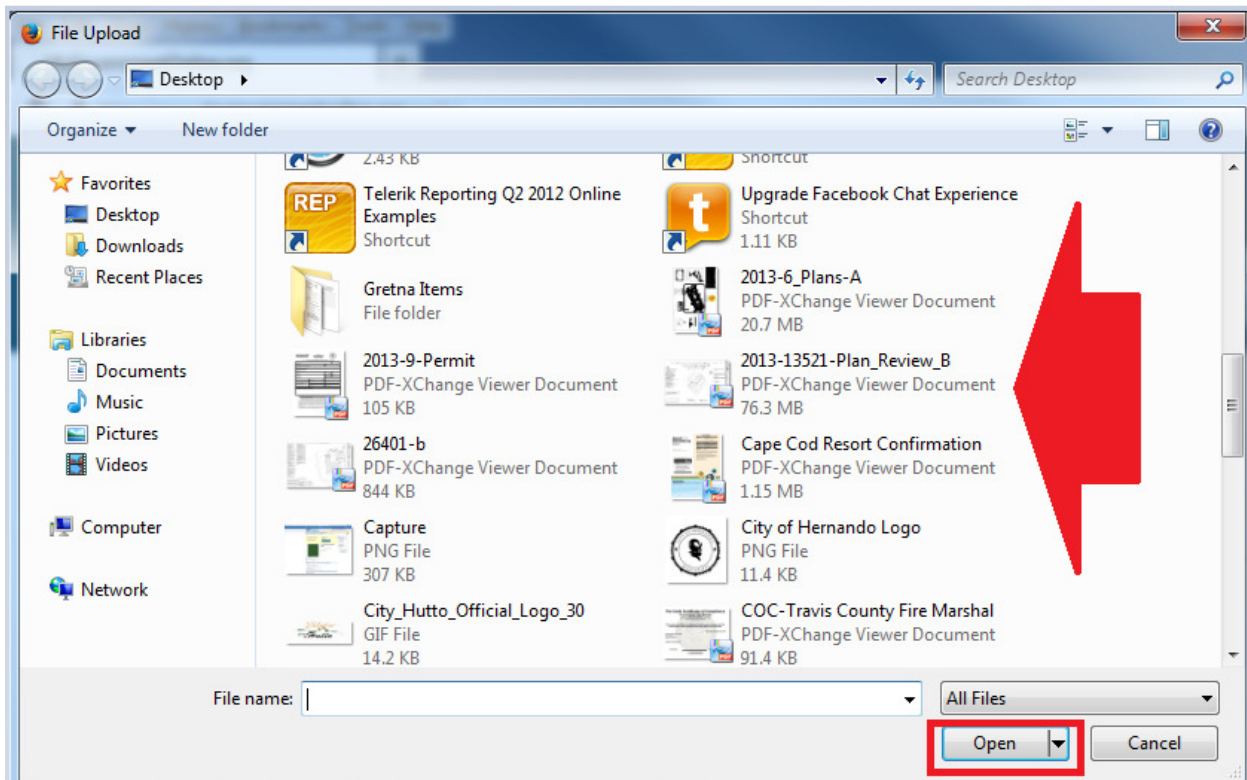
ⓘ

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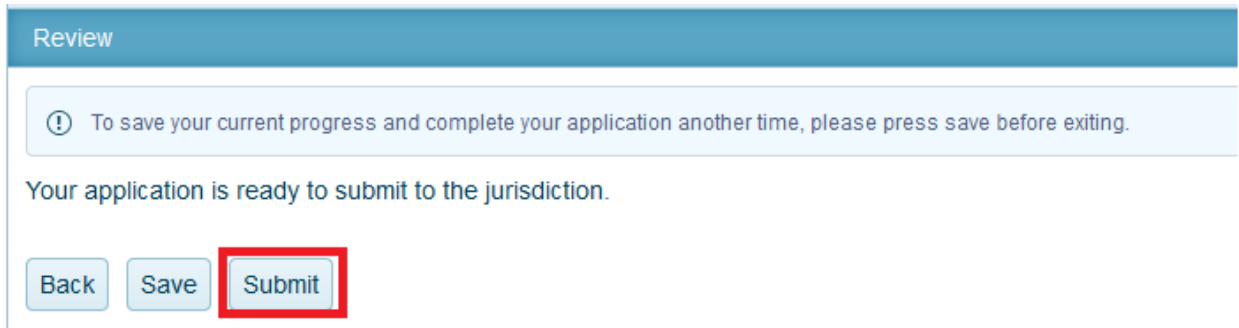
Upload Files

Back

Next

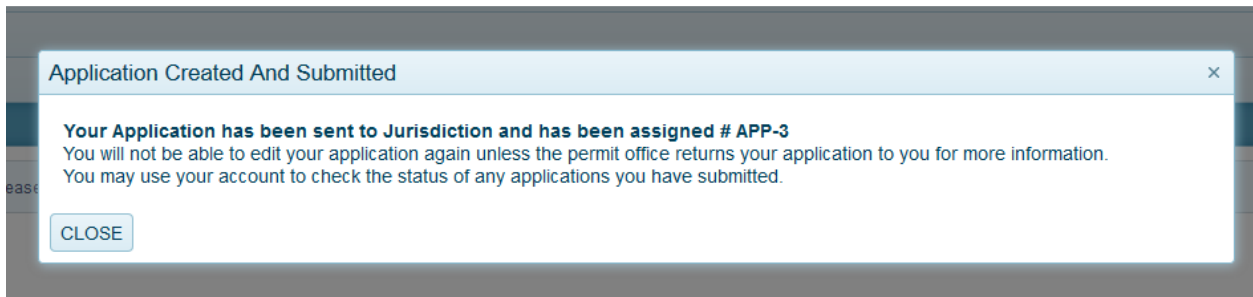


10. Click the Submit button only once to submit your application to the jurisdiction for review.



The screenshot shows a web interface with a blue header bar labeled "Review". Below the header is a light blue box containing an information icon and the text: "To save your current progress and complete your application another time, please press save before exiting." Below this box, the text "Your application is ready to submit to the jurisdiction." is displayed. At the bottom of the interface are three buttons: "Back", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular border.

You will receive a confirmation message and an application number. The jurisdiction will receive your application and begin processing the application. Once the jurisdiction accepts the application, you will be able to pay the permit fees. Please be patient. Someone from the jurisdiction will contact you to proceed or if they need additional information.

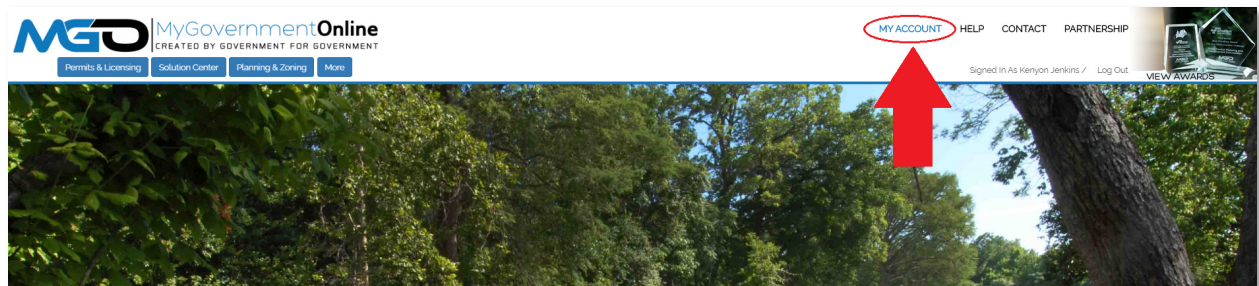


The screenshot shows a confirmation message box with a title bar that says "Application Created And Submitted" and a close button (X). The message text reads: "Your Application has been sent to Jurisdiction and has been assigned # APP-3". Below this, it states: "You will not be able to edit your application again unless the permit office returns your application to you for more information. You may use your account to check the status of any applications you have submitted." At the bottom left of the message box is a "CLOSE" button.

Paying Fees Online

Once your jurisdiction has received your application, fees will be added to the project for payment. You may pay the fees online if the jurisdiction offers the online payment service. The jurisdiction will notify you via e-mail when you are able to go online to pay the fees. Here are the steps you should follow to pay the fee online.

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.

My Permits						
ProjectID	Jurisdiction	Project #	Address	Issued	Request Inspection	
View Permit	Whoville	2013-1385	123 Testing St Whoville LA 00000	01-01-0001	Request	
View Permit	Hernando	2013-106	123 Hernando St Hernando MS 0000	01-01-0001	Request	
Page 2 of 2						
36 - 37 of 37 items						

3. When the project opens, click on the “Payments” tab shown below. This will take you to the page listing the fees applicable to the project. It is also the page that allows you to pay fees online.

Project #2014-311

3024 Magnolia Drive Hernando MS 38632

Jurisdiction: Hernando

Create Date: 03/24/2014

Permit Fees: \$3,758.54 **Fees Paid:** \$3,683.74

Balance Due: \$74.80

Permit Types:

Water Closets (5630) Water Basins (5631) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636) Dish Washers (5637) Washing Machine 3/4 Inch Tap Meter (6215) 4 Inch Sewer Tap (Inside City Limits) (6224) Water Deposit - Residential (6228) Grading Permit (6235) Desoto County Regional

[Print Permit Receipt](#)

Overview

Contacts

Requirements

Payments

4. Scroll to the bottom of the Payments page where you will see a section labeled “New Payment”. You will see the amount due in the Amount box. If you believe the fee is incorrect, please **call the City/Jurisdiction** assessing the fee so that they may correct the fee before processing the payment online. Otherwise, click the Pay Online button. This will take you to the credit card payment processor page.

New Payment

Received Date 03/26/2014 Contact Not Applicable

Type

- ☒ Water Closets - Water Closets
- ☒ Water Basins - Water Basins
- ☒ Showers - Showers
- ☒ Tubs - Tubs
- ☒ Sinks - Sinks
- ☒ Garbage Disposal - Garbage Disposal
- ☒ Dish Washers - Dish Washers
- ☒ Washing Machines - Washing Machines
- ☒ Water Heaters - Water Heaters
- ☒ Gas Piping - Gas Piping
- ☒ Main Water Supply Line/Sewer Replacements - Main Water Supply Line/Sewer Replacements
- ☒ Credit Card Processing Fee (3%) - Credit Card Processing Fee

Payment Type	Ref. Number	Amount	Description
Credit Card		77.04	

Pay Online

5. On the credit card processor page, simply provide the information required in the fields listed and then click the button required to process your payment online. You will have the option to print a receipt once the payment is processed. The jurisdiction will contact you with any additional requirements or e-mail a copy of your permit once the payment is received.

Review Your Order

Total Amount: USD 77.04

[« Return to City of Hernando Permits Payment](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Pay With Your Credit Card

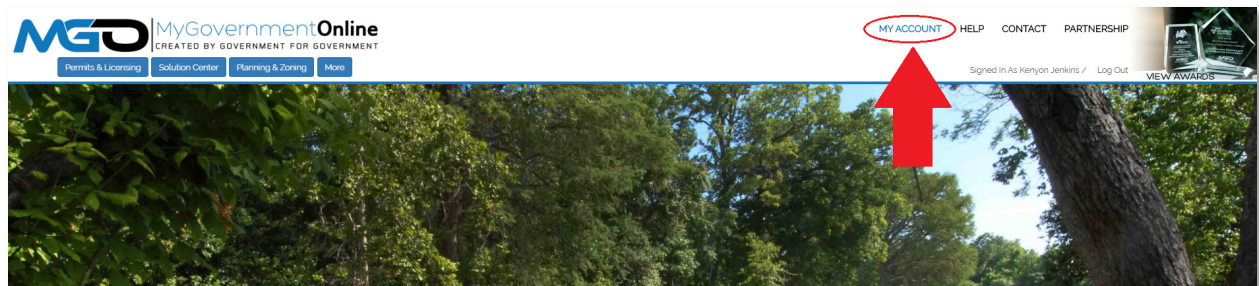
Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Print a Copy of Your Permit Document

Once your jurisdiction has received payment of the permit fees and issues the permit, you may print a copy of your permit document from the customer portal. The jurisdiction will notify you via e-mail when you are able to go online and print a copy of your permit. Here are the steps you should follow to print a copy of your permit document.

1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “View Permit” link associated with the project you desire.

My Permits						
ProjectID	Jurisdiction	Project #	Address	Issued	Request Inspection	
View Permit	Whoville	2013-1385	123 Testing St Whoville LA 00000	01-01-0001	Request	
View Permit	Hernando	2013-106	123 Hernando St Hernando MS 0000	01-01-0001	Request	
Page 2 of 2						
36 - 37 of 37 items						

3. When the project opens, click on the “Payments” tab shown below. This will take you to the page listing the fees applicable to the project. It is also the page that allows you to print a copy of the permit once the fees are paid and the jurisdiction issues the permit.

Project #2014-311

3024 Magnolia Drive Hernando MS 38632

Jurisdiction: Hernando

Create Date: 03/24/2014

Permit Fees: \$3,758.54 **Fees Paid:** \$3,683.74

Balance Due: \$74.80

Permit Types:

Water Closets (5630) Water Basins (5631) Showers (5632) Tubs (5633) Sinks (5635) Garbage Disposal (5636) Dish Washers (5637) Washing Machine 3/4 Inch Tap Meter (6215) 4 Inch Sewer Tap (Inside City Limits) (6224) Water Deposit - Residential (6228) Grading Permit (6235) Desoto County Regional

[Print Permit Receipt](#)

Overview

Contacts

Requirements

Payments

- The “Payments” tab may list several fees that are required for the project. However, certain fees are classified as the fee that indicates the actual permit type. This is easily recognized when the “Print Permit” link shown at the far right is visible. If the “Print Permit” link is visible at the far right this means that the fee has been paid and the jurisdiction has issued the permit. Click on the “Print Permit” link as shown below to print a copy of the permit document.

Project #14-321772
301 Southwood Dr. Gretna LA 70056

Jurisdiction: Jefferson
Create Date: 08/08/2014
Permit Fees: \$12.00 **Fees Paid:** \$12.00
Balance Due: \$0.00
Status: Permit Closed
Permit Types: Credit Card Fee (5558) Garage Sale Permit (5562)
[Print Permit Receipt](#)

Overview **Contacts** **Requirements** **Payments**


Project Type Fees

Fee Type	Amount Due	Status	Action
Credit Card Fee			
Total	\$2.00	✓ Paid	
Garage Sale Permit			Print Permit
Total	\$10.00	✓ Paid	

- A copy of the permit document will display. Use the print options specific to your web browser to print a copy of the permit document.

PERMIT

27313
Permit Number



City of Alexandria, Department of Construction Development, 625 Murray Street, Alexandria, Louisiana 71301-8022
 Telephone: 318-441-4333, Fax: 318-419-3463, Email: inspections.calkenter@cityofalex.com, Website: www.cityofalexandrialouisiana.com

Permit Type Residential Re-Roof	Issue Date 08/13/2019
Project Address 3803 LISA STREET, Alexandria LA 71302	Permit Fee \$50.00
Business Name Chandler Re-roof	
Project Description re-roof of existing residence - no add of	
Owner N/A	Utility None
Contractor Name RW Contractors, LLC - Ronnie Waters 4033 Mayflower Boulevard Alexandria, LA	Contractor License 3187921596
Square Foot 0.00	Construction Cost \$9,000.00
zoning Residential (IRC) IRC	Parking Requirements
Flood Zone	New Flood Elevation No
Revision Certificate Required No	

Jurisdictional Notes and Comments

 Signature of Permit Official 8/13/2019
 Date

PERMIT MUST BE POSTED FOR DURATION OF CONSTRUCTION

- I acknowledge that this permit becomes null and void if work or construction is not commenced within 180 days at any time after work started. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. The proposed work is authorized by the owner of record and that I am or have been authorized by the owner to make this application as the authorized agent and agree to conform to all applicable laws of this jurisdiction.
- I acknowledge that it is the Contractor's responsibility to ensure that a stamped set of "Permitted by City of Alexandria" drawings are required to remain on the jobsite throughout construction. It is the Contractor's responsibility to obtain a copy of such plans from the www.myperrmitnow.org Customer Portal, the Professional of Record, or the owner.
- All structures built or placed in Zone A or AE Special Flood Hazard Area, the owner agrees that all work shall be done in accordance with the City of Alexandria Ordinance, Section 2B-5.4 Flood Damage Prevention, A Development Permit and Elevation Certificate shall also be required. Contact COA Surveyor at (318) 473-1177.

SEE PAGE 2 FOR REQUIRED INSPECTION SEQUENCE

 Signature of Applicant _____
 Date